

CIVIL AIR PATROL
NEW JERSEY WING HEADQUARTERS
LT COL ANDY SAVICKY, INSECTOR GENERAL
03 FEBRUARY 2004

ATTENTION: *The Civil Air Patrol New Jersey WING was inspected in October 1999 and was graded as EXCELLENT. We will be inspected again on 8-10 January 2005, with approximately 63 months between inspections.*

*Following are the **BEST PRACTICES** identified by the Office of Inspector General to be outstanding examples of "how to" do business in key areas of the Wing.*

The State of the Wing, the Date of the Inspection, and highlights are underlined.

CIVIL AIR PATROL BEST PRACTICES - Aircraft Management

PRWg, Oct 02: The AMO has created a CAP Aircraft Management (CAPAM) program using the Clipper compiler. This program tracks aircraft maintenance requirements, status, current tach times, aircraft costs, and creates CAPFs 108 for mission flights.

CIVIL AIR PATROL BEST PRACTICES - Aerospace Education

TNWg, Feb 02: The Tennessee Wing supports and contributes to the University of Tennessee Aerospace Education Teacher Workshop. This 3-week workshop was started in 1994 through the team efforts of the Wing DAE, the Southeast Region DCS/AE, and the Southeast Liaison Region DAE. Between 120 and 150 teachers, state-wide, take part in these graduate level credit workshops each year with tuition being paid by the Tennessee Aeronautics Commission.

ORWg, Feb 03: The Oregon Wing has developed CAP Flight 2000, a Brewer Award winning program, which simulates a space shuttle flight along with mission control through the use of eight computers. Players can be astronauts, flight directors or flight controllers and are confronted with a number of challenges involving aerospace systems and crew coordination.

CIVIL AIR PATROL BEST PRACTICES - Commander

CAWg, May 03: The Commander has established an excellent mentoring and training process for all unit commanders. The Commander's Course is a 2-day program taught by the most experienced people in the wing and is mandatory for all unit commanders, who must complete the course within their first year as commander. National HQ adopted the core of this program as the Unit Commander's Course and has been replicated throughout the nation.

CIVIL AIR PATROL BEST PRACTICES - Cadet Programs

MDWg, Mar 03: The CAC recently completed a project that created the Maryland Wing Cadet Activities Guide 2003. This booklet contains descriptions of available Cadet Special Activities as well as information on the location, cost, and requirements for attendance, a description of what occurs at each activity written by a cadet who has recently attended that activity. This personal experience discussion provides tremendous peer-to-peer contact between cadets within the wing.

CAWg, May 03: Developed an Integrated Leadership Program (ILP), which is a series of weekend schools conducted at the wing and group level to standardize cadet training. Cadets are introduced to and sign a "contract" that tracks the outlines and course expectations. It confirms that the cadets will work to achieve those expectations.

CIVIL AIR PATROL BEST PRACTICES - Chaplain Service

OHWg, Jun 03: The Wing Chaplain has established a Chapel at Ohio Wing Headquarters. This chapel provides space for meetings, quiet time and individual counseling for all CAP and the Ohio Military Reserves (a volunteer state National Guard auxiliary) members. This chapel was created with donated funds independent of CAP. This facility has been used for individual reflections, memorial services and one wedding.

CIVIL AIR PATROL BEST PRACTICES - Counterdrug

KYWg, Dec 02: CD and Operations have created a traveling training program covering operation of Global Positioning Systems used within KYWG. The wing uses an aircraft GPS system on a secondary power source to provide academic and hands-on training to wing pilots.

CIVIL AIR PATROL BEST PRACTICES - Communications

AKWg, Oct 03: The AKWG has put together two outstanding binders of communications information and issued these binders to every unit in the wing. The first binder contains all communications regulations, National, region and wing policy letters, training information and guides, and much other helpful knowledge information. It is a comprehensive book that covers all areas of communications in AKWG. The second binder has every manufacture's operating hand book/instruction manual for every piece of communications equipment in use in the wing. This is a single source binder for members in the field needing information on how to operate every piece of equipment assigned in the wing.

CIVIL AIR PATROL BEST PRACTICES – Drug Demand Reduction (DDR)

SDWg, Oct 02: The SDWG is one of only two CAP wings that has a DDR Committee, which has four active members from each squadron, that plan and/or sponsor DDR related activities.

MOWg, Sep 03: The MOWG has a “DDR Truck”, an old USAF van that was refurbished by the DDRA. It is used for parades and school visit to take the DDR message to the local community and has a computer, TV, VCR, display boards and loud speakers.

The van is also equipped with mission radios so that it can be used as a mobile command post when the need arises. The DDRA plans to update the computer set-up and add a DVD player. Other improvements are planned as more resources become available.

CIVIL AIR PATROL BEST PRACTICES - Emergency Services

FLWg, Nov 01: All FLWG Alerting Officers (AO) have Nextel phones which provide e-mail, paging, telephone and radio capabilities. Alerts from AFRCC are sent to all AOs simultaneously. An AO serves as the primary AO on a weekly rotating basis.

The system is especially successful due to its redundancy. If the primary AO doesn't respond in a timely manner, the system automatically alerts again after ten minutes. Any of the other AOs are authorized upon receipt of the second alert.

UTWg, May 03: ES developed an outstanding, user-friendly ES Training Guide CD that provides checklists for new members with a step-by-step process to upgrade from General ES through scanner and observer to mission pilot.

CIVIL AIR PATROL BEST PRACTICES - Inspections

CAWg, May 03: The IG and Legal Officer have developed an alternative dispute resolution (ADR) program to mediate and resolve disputes/ complaints at the lowest level within the wing. The mediation teams are tailored by the CAWG/IG for the specific complaint and are authorized by the Wing Commander. Of the 19 recorded CAWG complaints in the past 2½ years, the vast majority was resolved through ADR.

This process has resulted in saving the wing countless hours and expense, as well as sparing the members the frustration of a potentially lengthy investigation.

CIVIL AIR PATROL BEST PRACTICES - Operations

MEWg, Oct 01: The WG/CC has instituted an excellent proficiency program developed by the DO and Stan/Eval Officer which requires all pilots to fly a minimum of two hours per month.

The wing policy, which exceeds FAA requirements, is a force multiplier in mitigating flying incidents. Emulation of by other wings in establishing similar pilot proficiency programs is highly encouraged.

WIWg, May 02: The DOV has written training syllabus for cadet student pilots which exceeds the pilot test standards set by the FAA. No student pilot who has completed the entire syllabus has ever failed the private pilot test

MNWg, May 02: MNWG produces a six-part training folder for subordinate units to create wing-wide standardized pilot records. The folders are tabbed and labeled identifying each section for specific documents.

The wing provides templates in each section to aid the units in building the pilot records properly. This process streamlines the record reviews, makes it readily apparent when documentation is missing and is a very effective and efficient way of maintaining the individual pilot records.

CIVIL AIR PATROL BEST PRACTICES - Public Affairs

FLWg, Oct 01: Wing works with the 8 group PAOs to submit as many photos and stories of CAP events as possible. These stories and pictures are submitted to the editor of Florida Facts for inclusion in their full color wing magazine.

This magazine is distributed to over 4000 individuals including senior political members in both US government and Florida State government and senior USAF officials including the CSAF and senior CAP leaders.

CIVIL AIR PATROL BEST PRACTICES - Safety

KSWg, Jul 03: Implementation of a Risk Assessment Matrix developed at KSU allows aircrew, ground team leaders and Emergency Operation Center (EOC) leaders to quantify and evaluate critical ORM elements to determine and review risk level of CAP mission activities.

Factors such as environmental conditions, crew duty day and search conditions are assigned point values and when added together provide a risk level to be reviewed. Use of this matrix provides CAP leaders an excellent, easy-to-use tool for on going risk assessment.

CIVIL AIR PATROL BEST PRACTICES – Supply

WAWg, Mar 03: The LG created a mission logistics support vehicle to allow rapid response of logistical support resources during Emergency Service, Disaster Relief, Homeland Security and other missions.

CIVIL AIR PATROL BEST PRACTICES - Transportation

FLWg, Oct 01: The wing negotiated and funded a “voucher” program for all wing vehicles to obtain oil and filter changes with state-wide chain, at a cost of only \$8.95 per oil change. This encourages units to change oil at the 3,000-mile interval. Wing HQ monitors the oil changes as bills from the chain are submitted for payment.

Always remember that SAFETY is the Unwritten Core Value.

THE NJWING IS OUTSTANDING BECAUSE YOU ARE OUTSTANDING AND ALL OUR PEOPLE ARE OUTSTANDING.

For more information go to this CAP web site:

<http://level2.cap.gov/index.cfm?nodeID=5622>

For more information from Lt Col Savicky:

1-609-229-8150 pager / 1-609-292-2352 work / andrew.savicky@doc.state.nj.us